

DOG CONTROL OFFICER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for carrying out the provisions of the Agriculture and Markets Law and municipal ordinances dealing with the general control of animals, including their seizure, impoundment and disposition. An employee in this class must possess skill in handling small animals and be able to operate independently in the field. The work is performed under general direction in accordance with established policies and procedures. Supervision is not a responsibility of the position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Patrols city for stray dogs;

Receives and answers complaints from the public regarding dog nuisances;

Investigates complaints related to small animal annoyances;

Seizes and impounds stray and dangerous dogs and attempts to locate owners;

Issues appearance summons and participates in court proceedings including the preparation of reports and providing information, testimony and evidence;

Issues dog licenses or renewals;

Enforces local ordinances, quarantine laws and orders applicable to dog licensing and behavior;

Tranquilizes uncontrollable animals;

Transports dogs to local animal shelter;

Humanely disposes of designated animals;

Investigates reports of cruelty to animals;

Initiates investigations of dog bites by attempting to locate owners of the dog and submits reports regarding the injury to the Health Department;

Reports sick or injured animals to veterinarian for corrective action;

Maintains records of work performed including a record of all dogs impounded, returned to owners, sold, transported to pound or otherwise disposed of.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws and regulations dealing with the seizing, impounding and disposition of stray and dangerous dogs;

Good knowledge of the methods and procedures for handling dogs and other domestic animals;

Good knowledge of local geography;

Good knowledge of the identification features and characteristics of the breeds and kinds of dogs commonly found in domestic ownerships;

Ability to dispose of sick or unclaimed animals in a humane manner;

Ability to meet and deal effectively with the public;

Ability to understand and carry out oral and written instructions;

Ability to maintain simple records and prepare reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of work experience involving the handling and caring for dogs or other domestic animals.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.